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30 October 1953

MEMORANDUM FOR: Colonel White

SUBJECT : Administrative and Technical Study of Certain
OCI Publications.DOCUMENT NO. 185
NO CHANGE IN CLASS. D
DECLASSIFIED
CLASS CHANGED TO TS S C
NEXT REVIEW DATE 1989
AUTH. HR 703
DATE 310369 REVIEWER 025814

1. The attached study concerns the printing and assembling of reports and other special material for certain offices of OCI. It was prepared by the Chief, Printing Advisory Staff, approved by the Chief, General Services, and concurred in by the Chief, Secretariat, Publications Board, and the Assistant Director, Office of Current Intelligence. This work, for security reasons, is performed in a small plant physically located with the particular OCI activity.

2. The reproduction facility is small and consists of three multilith machines, one 11" by 17" camera, platemaking equipment, a ditto machine, and a multiple punch. The facility is operated by four pressmen and one cameraman. The regular periodical work produced by this facility is of a deadline type and, in addition, it handles a considerable volume of special jobs. The study makes recommendations which will increase the efficiency of the operation, reduce labor costs, and result in other monetary savings which can not be estimated at this time. The recommendations to accomplish this are as follows:

a. That all reports and other publications which are not to be clipped by the users be printed on both sides of the paper.

b. That the second and third printings of the cover sheets of the reports be combined by use of pre-printing on the plate of standardized material. It is estimated this will save \$1,625.00 per year.

c. That a specially trained employee of the General Services Office be cleared and assigned to this plant to assemble all work produced therein and that a semiautomatic collating machine, presently located in the Agency and declared surplus, be moved to the facility to aid in said assembling.

d. That General Services Office procure color segments for two multilith machines and discontinue the pre-printing and stocking of red printed sheets. The installation of these color segments will permit the machines to print two colors at one time. This additional equipment together with

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necessary type will cost approximately \$2,300.00 and the Chief, General Services, advises this has been budgeted for and is included in the 1954 budget of that Office. It is estimated printing two colors at one time will save approximately \$3,000.00 per year and therefore the cost of the new equipment would be amortized in about 10 months.

e. That qualified dependable employees of the General Services Office receive on-the-job training in all phases of the work performed in this special facility in order that they will be readily available in case of absences or increased volume of work.

f. That OCI advise GSO of possible increases in work loads which could have an effect on the meeting of deadlines.

3. It is recommended the study be approved and that the Chief, General Services, be authorized to procure the segments and other equipment necessary to convert to multilith machines so that two colors may be printed at one time.

4. Recommend signature approving the study.

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